

**EMPLOYEE
Management
Resources
EAP**



**Your EAP Line
Is Available
To Employees
Their Families
and
Their Significant Others**

**24 Hours a Day
7 Days a Week**

**For Assistance Anytime
DAY OR NIGHT**

603-624-6489

**EMPLOYEE
ASSISTANCE
PROGRAM
(EAP)**

**A Full Range of services
For**

**City of Manchester
Employees
Their Families
and
Their Significant Others**

**Stress
Marital Conflict
Relationships
Emotional Issues
Legal Referrals
Finances
Alcohol or Drugs**

603-624-6489

**EMPLOYEE
MANAGEMENT
RESOURCES**



**EMPLOYEE
ASSISTANCE
PROGRAM
(EAP)**

**FOR THE
CITY OF MANCHESTER**

**A SERVICE FOR EMPLOYEES
OF THE CITY OF
MANCHESTER
AND
THEIR FAMILIES**

**FOR ASSISTANCE ANYTIME
DAY OR NIGHT**

603-624-6489



Purpose

Your Employee Assistance Program (EAP) is a benefit that is designed to provide a confidential service to employees who may be experiencing personal problems that are affecting their well-being.

Sometimes these problems persist. If left unresolved, they can impair the ability to function at home or work.

Eligibility

The EAP is available to all employees of the City of Manchester, their immediate family members and/or significant others living in their household.

Kinds of Problems

Some of the typical problems that your EAP can assist are:

- Stress
- Marital Conflict
- Relationships
- Emotional Issues
- Finances
- Alcohol or Drugs
- Legal Referrals



Confidentiality

Confidentiality is the most essential aspect of an EAP. All information that is provided and all actions that are taken to resolve a personal or professional problem will be held in complete confidence. (see 42 CFR Part II).

Use of the EAP will, *in no way*, interfere with your job security or your career advancement. No information about your circumstances will be released without your voluntary signed (written) consent.

Professionalism

All EAP staff clinicians have been licensed by the State of New Hampshire.

You will receive a **prompt** response to your call. An EAP program staff member will speak to you. He or she will assess your situation and contact the appropriate EAP clinician.

After meeting with this EAP clinician, you may be referred to a specialist in the area of your problem. This will ensure that you receive the most appropriate services to meet your individual needs.



How It Works

Your EAP can be used in one of two ways:

1. You make direct contact with the EAP to discuss your problems – even if they are not affecting your work.
2. Your supervisor may recommend the EAP to you when your work performance has been impacted.

Please note that participation in the EAP – as the result of a supervisory referral or recommendation does not guarantee that you will be immune from disciplinary action.

COST

Your consultations with the EAP are free of charge. The cost is assumed by the City of Manchester.

If a referral to a specialist is indicated your health benefits may cover most of the cost of this service.

You will have the opportunity to discuss this coverage with your EAP.